



ePM News

Volume 2, Issue 5

electronic Program Management, Utah Department of Transportation

January 2006

Upcoming Training Events

Project Development continues to offer its highly effective training seminar for Project Managers. In recent surveys, over 95% of attendees felt the course was useful and should continue to be offered, rating its overall value to their job as "Very Good". A wide audience is targeted, including Project and Functional Managers and other support personnel with close ties to project management. The January session is already full and February's is filling fast. If you are interested in obtaining more information about this course, or would like to have your name included in the selection group for upcoming sessions, seek approval from your supervisor and contact Jennifer Crane at (801) 965-4753.

Date & Time	Location
Jan. 24 & 25, 2006	Embassy Suites Hotel Downtown SLC
Feb. 14 & 15, 2006	Embassy Suites Hotel Downtown SLC

INSIDE THIS ISSUE

- 1 Understanding the PDL and Data Quality Report
- 1 Upcoming Training Events
- 3 Downloading Applications off the Internet
- 3 Finding previous issues of ePM News

Understanding the PDL and Data Quality Report

Much more than just "Get[ting] Rid of the Red"

By Dan Avila and Elaine Fanning
ePM Staff

The **Project Delivery List** (ePM Report 555) is a monthly publication prepared and distributed by Project Development to assist Project Managers, Functional Managers, Program Managers and Senior Leaders in the timely delivery of transportation projects (measured by schedule and budget). New projects should be added to the PDL as soon as PMs have input sufficient information into ePM to monitor project progress. To add a project on the PDL, set the PDL flag on the PIN tab of screen ePM710 to Yes (see illustration).

The PDL is divided into four main reports: Outstanding Projects, Local Government Projects, Environmental Projects and Advertised Projects.

Outstanding Projects

A list of all projects not advertised and on which the Project Delivery List flag has been set to Yes

continued on page 2, left column

continued from page 1, right column

(ePM710; see illustration below). Local Government projects and Environmental Studies are not included in this list.

Local Government Projects

A list of all projects not advertised and on which the Project Delivery List and the Local Government flags have been set to Yes.

Environmental Projects

A list of all projects not advertised and on which the Project Delivery List flag has been set to Yes and the PDL Category is set to "Environmental Document Prep (EA, EIS)" or "Other Study."

Advertised Projects

A list of all projects on which the Project Delivery List flag has been set to Yes and the PIN Status is Advertised (sorted by the Actual Advertising Date).

Project performance measures

The PDL measures project performance using indexes and colors:

1. Budget: the most recent cost estimate is compared against the total of the Commission Approved Amount and any other funding. If the Current Cost Estimate is greater than the Commission Approved Amount by no more than 10%, the line item is highlighted in **yellow**. When the Current Cost Estimate exceeds the Commission Approved Amount by more than 10% the line item is highlighted in **red**.
2. Schedule: the Current Projected Advertising Date is compared against the Committed Advertising Date. If today's date exceeds the Committed Advertising Date and the project hasn't been Advertised, the line item is highlighted in **pink**. When the Current Advertising Date is greater than the Committed Advertising Date by no more than 14 days, the line item is highlighted **yellow**. If the Current Advertising Date exceeds the Committed Advertising Date by more than 14 days, the item is highlighted in **red**.
3. Advertising: the Actual Advertised Date is compared against the Committed Advertising Date. If the Actual Advertised Date is on or before the Committed Advertising Date, the item is highlighted in **green**. When the Actual Advertised Date is after the Committed Advertising Date, the item is highlighted in **red**.

continued on page 2, right column

continued from page 2, left column

4. Plan quality: When bids are opened on an advertised project, the bid amounts are compared with each other (consistency in bid amounts is an indicator of plan quality). The Bid Variability Index is computed by comparing variation among construction bidder's prices. The smaller the variation between bid amounts (bid index approaching 1.0000), the higher the quality of the design is considered to be. When the Bid Variability Index falls between 0.8500 and 1.0000 the line item is highlighted **green**. If the Bid Variability Index falls between 0.8300 and 0.8499 the item is highlighted **yellow**. When the Bid Variability Index is less than 0.8300 the item is highlighted **red**.

The **Data Quality Report** (ePM Report 564) provides an overview of project data completeness. Conditional color-coding is applied to various fields to give an immediate impression of the completeness and timeliness of the information in the system.

Field List and Conditional Formatting Legend

The list of fields includes: Region, Project Manager, PIN, Status, Project Number, PIN Description and PDL Category (if no category is selected on ePM710, the field is highlighted in **red**). System data quality is measured for each PIN using the following indexes:

1. On PDL? – Yes or **No**
2. In MPS? –
 - a. Yes
 - b. No
 - c. **No** (if PIN Status = Active, Concept Development or Phased Design)
 - d. Blank (if no Network has been setup)
3. Last Estimate Date (from most recent estimate on ePM505) –
 - a. Date provided is 6 to 12 months old → field is highlighted in **yellow**
 - b. Date provided is more than 12 months old → field is highlighted in **red**
 - c. No date provided → field is highlighted in **red**
4. Cash Flow Set – Yes or **No** (Start and End date required)

continued on page 3, left column

continued from page 2, right column

5. Commission Approved Amount (if no amount listed or zero the field is highlighted **red**)
6. STIP Program Year (if no year or zero the field is highlighted **red**)
7. Committed Advertising Date –
 - a. If no date provided the field is highlighted **red**
 - b. If the date listed is later than the Fiscal Year the field is highlighted **red**
 - c. If the date listed is earlier than the Fiscal Year the field is highlighted **green**
8. Budget Locked PE –
 - a. **Yes**
 - b. No (if On PDL = No)
 - c. **No** (if On PDL = Yes)
 - d. N/A (if PIN Status = Advertised)
 - e. Blank (if no Network has been setup)
9. Budget Locked CE –
 - a. **No** (if PIN Status = Advertised and CE Budget determined by “Budget” or “Override” method)
 - b. **No** (if PIN Status = Active or Phased Design and there is no CE Budget)
 - c. No (if PIN Status = Active or Phased Design and CE Budget determined by “Type” or “Override” method OR CE amount exists)
 - d. Yes (if PIN Status = Active or Phased Design and CE Budget determined by “Budget” method)
10. Actual Advertising Date – (if PIN Status = Advertised and no date exists the field is highlighted **red**)

Improving data quality in ePM will contribute significantly toward project delivery by the Committed Advertising Date.

Downloading applications off the Internet

By Elaine Fanning and Dan Avila

ePM Staff

Active popup blockers are offered on most downloadable toolbars, often preventing users from viewing and printing reports (including timesheets) in ePM. Active popup blockers come bundled in popular toolbars, including Yahoo!, Netscape, Google and others.

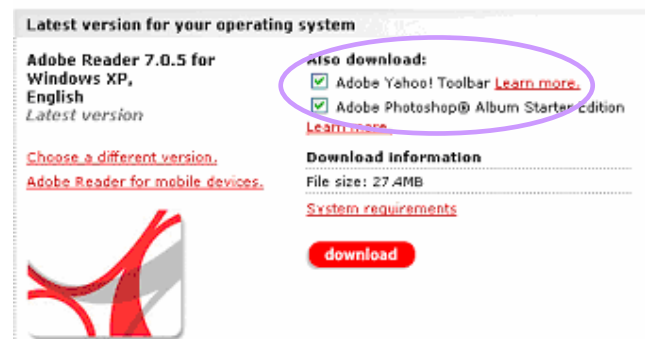
When visiting search engine sites, or before an application is about to be downloaded off the Internet, carefully look at the download options and un-check the popup blocker (or toolbar) box. For example, Macromedia Flash Player and updated versions of Adobe Acrobat Reader by default offer to install the Yahoo! Internet toolbar before download (see figure). The checkbox under “Also download” for Adobe Yahoo toolbar must be **UNCHECKED**.

These Internet toolbars, contain a built-in popup blocker that can even prevent the ePM system from launching.

If you have recently acquired any toolbar and have had trouble with ePM, you should uninstall it from the Control Panel on your computer or from the toolbar itself (look for the settings menu). UDOT ePM users should contact the ISS Help Desk or the ePM team for help with this problem. Outside customers should contact their own computer support or call the ePM team if they have questions.

Adobe Reader

Download the latest version of Adobe Reader



WHERE DO I FIND PREVIOUS ISSUES OF EPM NEWS?

Back issues of ePM News can be downloaded from the ePM webpage at <http://www.udot.utah.gov/index.php/m=c/tid=716> from the Downloads window (left side of the screen; it contains a complete listing of all newsletters published to date). Alternatively, users may follow the [ePM News](#) hyperlink under Article Listing at the bottom of the same webpage.